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OUTLINE FOR THE PREPARATORY COURSE IN OCCUPATIONAL HOME ECONOMICS IN THE FIELD OF FOOD SERVICES (PREPARATION AND MANAGEMENT).

ALABAMA STATE DEPT. OF EDUC., MONTGOMERY

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TEACHERS MAY USE THIS EXPERIMENTAL OUTLINE IN PLANNING A PREPARATORY COURSE IN OCCUPATIONAL HOME ECONOMICS FOOD SERVICE FOR SECONDARY AND ADULT STUDENTS. IT WAS DEVELOPED BY VOCATIONAL HOME ECONOMICS SUPERVISORS AND TEACHERS. THE OBJECTIVES ARE TO HELP STUDENTS RECOGNIZE THE CONTRIBUTIONS AND SCOPE OF THE FOOD SERVICE INDUSTRY AND TO ACQUIRE PERSONAL QUALITIES, KNOWLEDGE, AND SKILLS REQUIRED IN FOOD SERVICE OCCUPATIONS. CONCEPTS OUTLINED ARE (1) ORIENTATION TO THE FIELD OF FOOD SERVICE WHICH INCLUDES CONTRIBUTIONS, SCOPE, AND OCCUPATIONS IN THE FIELD, (2) THE FOOD SERVICE WORKER IN THE WORLD OF WORK WHICH INCLUDES PERSONAL DEVELOPMENT AND MANAGEMENT OF TIME, ENERGY, MONEY, AND PROPERTIES, AND (3) KNOWLEDGE AND SKILLS INVOLVED IN OCCUPATIONS IN THE FIELD OF FOOD SERVICES WHICH INCLUDES BASIC KNOWLEDGE OF HUMAN NUTRITION, MANAGEMENT PROCESSES, HEALTH AND SAFETY PRACTICES, USE AND CARE OF EQUIPMENT, HANDLING OF FOOD, AND BASIC FOOD PREPARATION. BASIC HOME ECONOMICS COURSES ARE A RECOMMENDED PREREQUISITE. THE COURSE MAY BE SCHEDULED FOR A SINGLE OR DOUBLE CLASS PERIOD FOR 1 YEAR FOR STUDENTS WITH AN OCCUPATIONAL INTEREST OR OBJECTIVE IN THE FIELD. A STANDARD KITCHEN CLASSROOM WILL PROVIDE ADEQUATE SPACE AND EQUIPMENT, BUT AVAILABILITY OF A QUANTITY FOOD PREPARATION CENTER IS RECOMMENDED. SECOND-YEAR COURSES IN COMMERCIAL AND INSTITUTIONAL FOOD SERVICES MAY BE OFFERED FOR EMPLOYMENT PREPARATION. SUGGESTED REFERENCES ARE INCLUDED. (FP)

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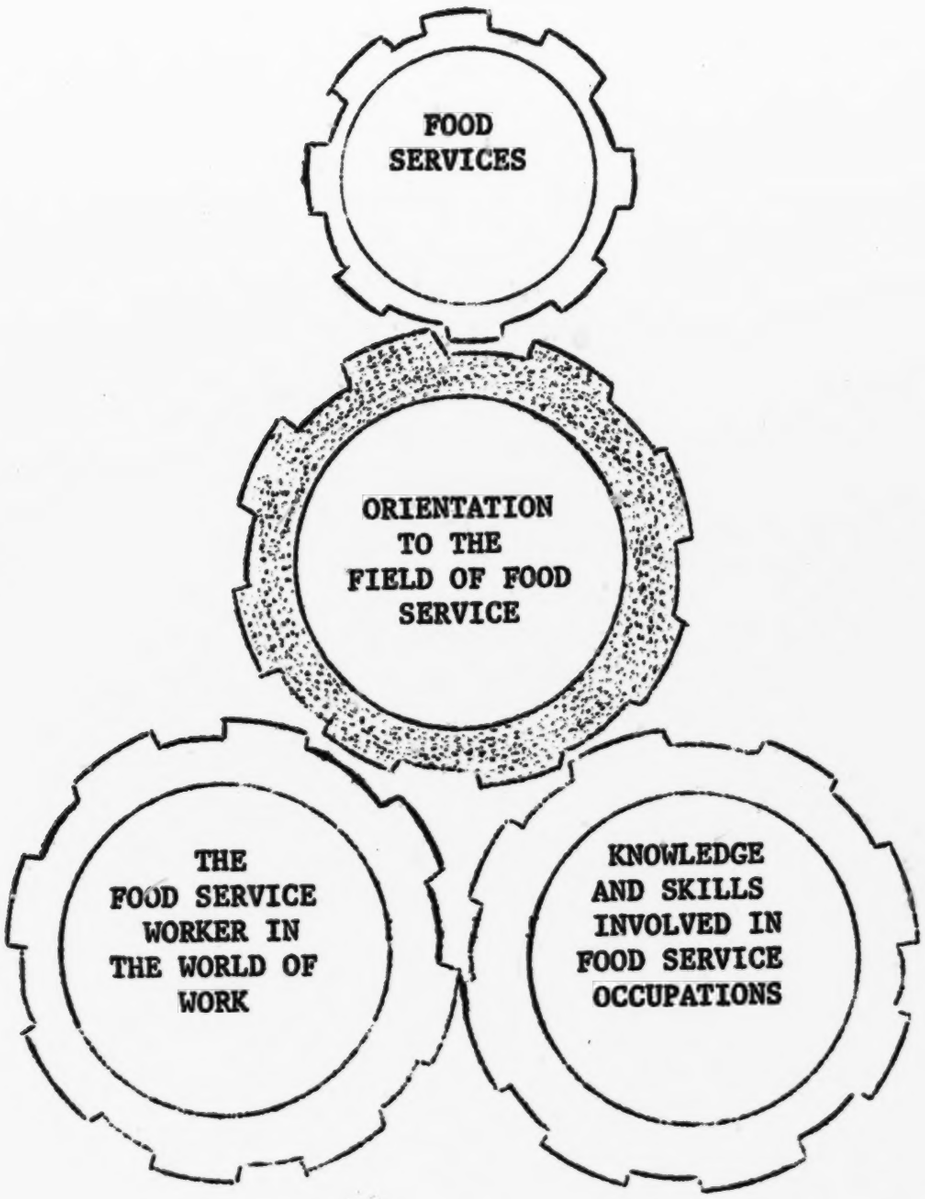
Outline For The Preparatory Course In Occupational Home Economics In The Field Of FOOD SERVICES (Preparation and Management)


FOOD SERVICES
ORIENTATION TO THE FIELD OF FOOD SERVICE
THE FOOD SERVICE WORKER IN THE WORLD OF WORK
KNOWLEDGE AND SKILLS INVOLVED IN FOOD SERVICE OCCUPATIONS

HOME ECONOMICS SERVICE
VOCATIONAL DIVISION
STATE DEPARTMENT OF EDUCATION
MONTGOMERY, ALABAMA

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OUTLINE FOR

THE PREPARATORY COURSE

IN

OCCUPATIONAL HOME ECONOMICS

IN THE FIELD OF

FOOD SERVICES (PREPARATION AND MANAGEMENT)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Home Economics Service
Vocational Division
State Department of Education
Montgomery, Alabama

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TO: The ERIC Clearinghouse on Vocational and Technical Education
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Columbus, Ohio 43212

FROM: (Person) Ruth Stovall (Agency) State Department of Education

(Address) State Dept. of Education, Montgomery, Alabama

DATE: December 19, 1967

RE: (Author, Title, Publisher, Date) Outline for a Preparatory Course in Occupational Home Economics in the field of Food Services (Preparation and Management)

Home Economics Service Vocational Division State Dept. of Education
Montgomery, Alabama

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OVERVIEW OF THE PREPARATORY COURSE IN OCCUPATIONAL HOME ECONOMICS IN THE FIELD OF FOOD SERVICES (Preparation and Management)

OBJECTIVES OF THE COURSE

The objectives of the Preparatory course in Occupational Home Economics in the Field of Food Services (Preparation and Management) are to help pupils to:

I. Recognize the contributions of the Food Service field to the well-being of people and society.

II. Understand the scope of the Food Service field.

III. Become acquainted with the occupations in the field of Food Services.

IV. Recognize the significance of the Food Service worker in the world of work.

V. Analyze their personal qualities and plan for personal development in relation to occupational objectives in the field of Food Services.

VI. Acquire the knowledge and skills involved in the field of Food Services including nutrition, management, basic food preparation, and health, safety and sanitation practices.

ENROLLMENT OF STUDENTS

This one year course is designed for high school pupils who have an occupational interest and/or objective in the field of Food Services (Preparation and Management). It provides an overview of the Food Service field and is the first course to be offered for pupils interested in employment in this field. Second year courses may be offered, such as: "Commercial and Institutional Food Services" or "Serving Food Commercially."

Foundation courses (the Basic and/or Advanced Home Economics courses) are recommended as pre-requisites. This course may be offered without a pre-requisite to pupils who have already specified an occupational objective in the field of Food Services.

COURSE SCHEDULE AND CREDIT

This course may be scheduled for single or double class periods and may carry one unit or a unit and a half credit respectively.

PLANNING THE COURSE

The Outline for the course has been developed with built-in flexibility to enable the teacher to plan the course in keeping with the training experiences and occupational objectives of the pupils enrolled.

REFERENCES FOR THIS COURSE

The basic knowledge and skills in Food and Nutrition have been identified in the Home Economics Course of Study For Alabama High Schools. References to the Course of Study have been indicated in this course outline. A list of additional references may be found on the last page of this outline.

SPACE AND EQUIPMENT

A standard kitchen-classroom will provide space and equipment required for this course. The availability of a quantity food preparation kitchen or center is recommended for experiences in quantity food preparation and service in the school or community.

OUTLINE OF CONTENT FOR THE PREPARATORY COURSE IN OCCUPATIONAL HOME ECONOMICS IN THE FIELD OF FOOD SERVICES (PREPARATION AND MANAGEMENT)

CONCEPT: ORIENTATION TO THE FIELD OF FOOD SERVICE

I. CONTRIBUTIONS OF THE FIELD OF FOOD SERVICE TO THE WELL-BEING OF PEOPLE AND SOCIETY

A. Effect of food on people

1. Relation of food to health
2. Relation of food to efficiency of individuals
3. Relation of food to social and business interests

B. Role of food service in the community

1. Increased number of individuals and families who frequently eat at commercial food establishments
2. Availability of food for individuals who eat meals away from home each day
3. Dinner meetings held in commercial food establishments for professional and civic groups
4. Catering for individuals and families
5. Contributions of food to the health of patients in hospitals and nursing homes
6. Food provided for children in public and private schools, day care centers and nursery schools
7. Coffee and snacks available to employees

C. Effect of food service on the economy of a community and nation

1. Relation of food to the economy of a community
2. Provision of jobs in the field of food service

II. SCOPE OF THE FOOD SERVICE FIELD

A. Types of food establishments and businesses

1. Establishments distributing foods

   - Wholesale Trade Establishments
   - Retail Trade Establishments
   - Vendors

2. Food industries

   - Dairy processing plants
   - Canning plants
   - Frozen food plants
   - Meat and poultry processing plants
   - Food processing and packaging plants
   - Bakeries

3. Food service or eating establishments

   - Hospitals
   - Nursing Homes
   - Schools
   - Private clubs
   - Hotel and Motel room service
   - Restaurants

     Grill
     Snack bar
     Drive-In
     Cafeteria
     Dining Room
     Tearoom
     Coffee shop
     Cafe'

4. Catering or special food service establishments

   - Meals-on-wheels
   - Airline caterers
   - Party foods
   - Dinner service or special meals

B. Development and expansion of food services in local community.

1. Number and kind of establishments in operation

2. Services rendered

3. Growth and decline

4. Future prospects

III. OCCUPATIONS IN THE FIELD OF FOOD SERVICES

A. Nature of work involved in food services

1. Managerial aspects

2. Scientific aspects

3. Creative aspects

4. Psychological aspects

B. General operations or functions performed in food service occupations

1. Purchasing

2. Receiving

3. Preparation

4. Service

5. Sanitation

6. Cost control

C. Scope of occupations

1. Professional occupations

- Dietitian
- Teacher (secondary and college)
- Institutional Manager
- Specialist
- Foods editor
- Researcher

2. Technical occupations

- Food Service Supervisor
- Dining Room Supervisor
- Tray Line Supervisor
- School Lunch Manager or Supervisor

3. Skilled occupations

- Head Cook
- Baker
- Caterer
  Family Dinner Service Specialist

4. Semi-skilled occupations

- Cook Helper
- Short Order Cook
- Baker Helper
- Salad Maker
- Caterer's Assistant
- Tray Line Worker

D. Job clusters in Food Services

1. Commercial food preparation (Refer to III, B)

- Types of jobs (cooks, baker, salad maker, etc.)
- Knowledge, skills and abilities involved
- Personal qualities, education and health requirements
- Salary range
- Working conditions
- Fringe benefits
- Job opportunities

2. Commercial food service (Refer to III,B)

- Types of jobs (waitress, hostess, etc.)
- Knowledge skills and abilities involved
- Personal qualities, education and health requirements
- Salary range
- Working conditions
- Fringe benefits
- Job opportunities

3. Commercial food management and/or supervision

- Types of jobs
- Knowledge, skills, and abilities involved
- Personal qualities, education and health requirements
- Salary range
- Working conditions
- Fringe benefits
- Job opportunities

CONCEPT: THE FOOD SERVICE WORKER IN THE WORLD OF WORK

I. THE PERSONAL DEVELOPMENT OF THE FOOD SERVICE WORKER

A. The self and the world of work

1. Uniqueness of the individual

2. Significance of personal attributes in the Food Services Field

   - Physical characteristics
   - Intelligence
   - Temperament
   - Behavior
   - Learned habits and skills
   - Acquired attitudes and beliefs

3. Development of personal qualities which contribute to success as a food service worker

   - Health
   - Personal appearance and grooming
   - Character traits
   - Skills in human relations
   - Communication skills
   - Attitudes toward self and others
   - Attitudes toward work

II. MANAGEMENT OF TIME, ENERGY, MONEY AND PROPERTIES OF THE FOOD SERVICE WORKER

A. Meaning of management

B. Time management

C. Energy management

D. Money management

E. Management of properties

CONCEPT: KNOWLEDGE AND SKILLS INVOLVED IN OCCUPATIONS IN THE FIELD OF FOOD SERVICES

I. **BASIC KNOWLEDGE OF HUMAN NUTRITION (Home Economics Course Of Study For Alabama High Schools, "Foods and Nutrition")**

A. **Contribution of nutrition to the well-being of people (Home Economics Course of Study, pp. 170-171)**

1. **Human need for food**

2. **Relationship of nutrition to appearance, health, general well-being and longevity**

B. **Classification of food nutrients and their function in the body**

C. **Relationship of a knowledge of nutrition to job performance as a food service worker**

1. **Personal nutrition**

2. **Retaining food nutrients through correct handling, storage and preparation**

3. **Interpretation of nutrition**

II. **MANAGEMENT PROCESSES IN COMMERCIAL FOOD ESTABLISHMENTS**

A. **Contribution of management processes (decision-making and organization) to:**

1. **Efficiency**

2. **Accomplishments**

3. **Safety**

4. **Order**

5. **Conservation of time and energy**

B. Management of work

1. Setting goals for work to be accomplished
2. Planning work sequence
3. Completion of one operation at a time
4. Use of both hands whenever possible
5. Elimination of movements that have no purpose
6. Placement of equipment and supplies near the point of first or most frequent use
7. Placement of supplies and equipment within easy reach
8. Choice of equipment that will perform the task for which it is designed
9. Consideration of time for care of equipment included in the time schedule
10. Adjustment or heights of equipment or work surface to fit the physique of the worker
11. Assessment of own work methods and modification in keeping with work simplification principles
12. Use of body positions conducive to work efficiency

III. HEALTH, SAFETY AND SANITARY PRACTICES TO INSURE FOOD SAFETY

A. Regulatory agencies contributing to food safety

1. U. S. Public Health Service
2. U. S. Food and Drug Administration
3. Federal Meat Inspection Division of the U. S. Department of Agriculture
4. Alabama Public Health Service

B. Requirements for physical examination, testing and other ordinances regarding Food Service Workers

C. Health practices

1. Personal cleanliness and hygiene
2. Health habits

D. Sanitation practices in relation to:

1. Washing hands
2. Dishwashing
3. Tasting food
4. Food storage
5. Care of work area
6. Storeroom
7. Kitchen walls, floors, working surfaces
8. Equipment -- refrigerator, ranges, ovens, garbage cans, etc.

E. Safety regulations and practices

IV. USE, CARE AND STORAGE OF EQUIPMENT

A. Use of equipment appropriate for specific job

1. Range
2. Deep fat fryer
3. Broiler
4. Oven
5. Grill
6. Sink
7. Food chopper
8. Mixer
9. Can opener
10. Vegetable peeler
11. Dish washer
12. Coffee maker
13. Refrigerator
14. Freezer
15. Toaster
16. Waffle irons
17. Egg cookers
18. Muffin pans
19. Baking sheets
20. Miscellaneous equipment
    - Cutlery
    - Measuring equipment

B. Safety in use of equipment

C. Relation of body positions to fatigue and work efficiency in use, care and storage of equipment

D. Care of equipment

1. Relation of equipment care to:

. Production
. Quality of product
. Frequency of repair or replacement of equipment

2. Following instructions in care of equipment

3. Knowledge of safety codes in care of equipment

E. Storage of equipment

1. Designing storage according to items to be stored

2. Location of storage to provide accessibility

3. Providing for flexibility in storing, such as : adjustable shelves and removable drawer dividers, etc.

4. Labeling equipment and storage location to permit return of equipment to the right place

V. RELATIONSHIP OF HANDLING, STORAGE AND PREPARATION ON THE NUTRITIVE VALUE, QUALITY OF PRODUCT, SPOILAGE OF FOOD AND FOOD ECONOMY

A. Safe handling of food

1. State and local regulations

2. Satisfactory personal habits

3. Sanitary practices

B. Storage of food

1. Facilities for food storage

. Refrigerated storage

Types of food kept by refrigeration
Placement of food in refrigerator
Temperature requirements
Length of time for keeping foods

. Freezers

Types of foods which can be stored in freezer
Selection of containers
Placement of food in freezer
Temperature requirements

. Storeroom

Types of foods stored in storeroom:
Perishables, staples, canned foods

Temperature and ventilation control

Location

VI. PRINCIPLES OF BASIC FOOD PREPARATION - for small and large groups

(Basic principles are to be taught through demonstration and laboratory preparation for small groups. Limited experience may be provided in quantity food preparation.)

A. Interpreting and following recipes

1. Meaning of terms
2. Measurements, abbreviations and food equivalents
3. Methods of measuring ingredients

B. Starch and cereal cookery

1. Types of starch cookery (White sauce, gravies, soup, cornstarch pudding, etc.)
2. Types of cereals
3. Nutritive value of starch and cereal
4. Principles of starch cookery
5. Techniques involved in preparing cereals and starch products

C. Beverages

1. Types of beverages (Coffee, Tea, Cocoa and chocolate drinks)
2. Nutritive value of beverages
3. Methods and techniques involved in preparing beverages

D. Milk and Cheese

1. Types of milk and milk products
2. Nutritive value of milk
3. Principles of milk cookery
4. Storage of milk
5. Types of cheese
6. Use of cheese in cooking

E. Eggs

1. Care and use of eggs in cooking
2. Selection and grading of eggs
3. Nutritive value of eggs
4. Principles of egg cookery
5. Storage and processing of eggs

F. Fruits

1. Classification of fruits
2. Use of fresh, frozen and dried fruits
3. Selection of fruits
4. Nutritive value in various fruits
5. Principles involved in preparing fruits
6. Storage of fruits

G. Vegetables

1. Classification of vegetables
2. Use of fresh, frozen and dried vegetables
3. Selection of vegetables
4. Nutritive value in vegetables
5. Principles of vegetable cookery
6. Techniques involved in preparing vegetables
7. Storage of vegetables

H. Salads and salad dressings

1. Types of salads
2. Types of salad dressings
3. Nutritive value of salads and salad dressings
4. Principles of salad making and salad dressings
5. Techniques involved in preparing salads

I. Meats

1. Types of meats
2. Composition of meats
3. Nutritive value of meats
4. Selection of meats
    - Cuts of meats used for various purposes
5. Inspection and grading
6. Methods and techniques of meat cookery (Dry Heat, Moist Heat)
7. Storage of meat (Short and Long term methods)

J. Batters and doughs

1. Function of ingredients
2. Types of breads
    - Quick breads (Biscuits, Muffins, Popovers, Waffles, Doughnuts)
    - Yeast breads
3. Nutritive value in breads
4. Principles of bread making
5. Methods and techniques in bread making
6. Types of cakes (Sponge, Angel, Chiffon, Conventional)
7. Principles of making cakes
8. Techniques in making cakes
9. Types of pastry
10. Methods and techniques used in making pastries
11. Use of mixes

K. Desserts

1. Types of desserts (Gelatin, Puddings, Frozen, etc.)
2. Nutritive value in various desserts
3. Principles of dessert making
4. Techniques used in making desserts
5. Types of sauces used on desserts

L. Sugar cookery

1. Types of sugar and sweetening substances
2. Principles of sugar cookery
3. Types of candies
4. Methods and techniques used in making candies, frostings and icings

SOME SUGGESTED REFERENCES FOR THE PREPARATORY COURSE IN OCCUPATIONAL HOME ECONOMICS IN THE FIELD OF FOOD SERVICES (PREPARATION AND MANAGEMENT)

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*Especially recommended as a student reference for Principles of Basic Food Preparation